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*Reports
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RECORDS SERVICES DIVISION

Acting Management Officer, MIS
Office of the Comptroller
Chief, Records Management Branch

18 March 1954

Weekly Report - Week ending 17 March 1954

SUMMARY OF PROJECTS

Weekly Report - Week ending 10 March 1954 Projects in Process 18

This Week: Projects in Process 19

Added during week: 1
Completed during week: 0
Change I

PROJECTS ADDED DURING WEEK

Preparation of Final-Type Copy by Forms Management Section

25X1

To have final-type forms copy preparation under the direct jurisdiction of Forms Management Section rather than under the Printing and Reproduction Division. This project was discussed with [redacted] Assistant Chief for Operations, Logistics Office who has no objection to proceeding with it.

COMMENTS ON PROJECTS IN PROCESS

Project 4-76 - Records Management Survey, Medical Office

No change from previous report.

Project 4-77 - Records Management Survey, Office of Scientific Intelligence

No change from previous report.

Project 4-78 - Records Management Survey, Office of General Counsel

Proposed file plan prepared and awaiting discussion with representative designated by the General Counsel's office to approve program. In the interim, a plan for disposition of records is being developed.

Project 4-79 - Records Management Survey - FBID

Installation of the filing system in FBID is continuing. Analysts are working this week on the files of the Chief of Operations. Because of the pressure of other work, it has been difficult to get together personnel responsible for the files for training. On Saturday, 13 March, the analysts held a training session for these individuals.

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Project 4-80 - Agency-wide Microphotography Survey

No change from previous report.

Project 4-81 - Security Desk Trays

A memorandum from the Security Office, documenting their stand on the use of trays with locks, has not yet been received. Discussions were held with representatives of the Safemaster Company regarding the design of a no-lock latching device.

Project 4-82 - Handbook for the Subject Classification and Filing of Correspondence Records -

25X1

A meeting was held with representatives of the DD/P area in which it was tentatively agreed that their concurrence on the issuance of the manual would be given provided a statement was included to the effect that special files may be established as needed to meet operating requirements.

Project 4-83 - Vital Materials Deposit Schedules for All Offices

Progress is continuing in the development of Office Deposit Schedules for the entire Agency.

Project 4-84 - Vital Materials Microfilm Projects

Microfilming of vital materials in OSI and OCD/BR is continuing. Arrangements have been made to microfilm ten rare dictionaries necessary to operations in Foreign Documents Division. Extra copies of these dictionaries for deposit are not available.

Project 4-85 - FI Information Reports

Technical details of specifications discussed with manufacturer's representative. Additional tests of combined record copy made.

Project 4-86 - Forms Index

Punching of cards for preparation of Index to be completed within a week.

Project 4-91 - Review of Records Management Program - Logistics Office

Records inventories in the office of the Chief, Coordination and Requirements Staff, and the various administrative groups, are being studied and listed on a records control schedule.

Project 4-92 - Acquisition of Certain Records from the Securities and Exchange Commission

A letter to the Archivist of the United States for the transfer of certain records from SEC has been dispatched and a representative of SEC has agreed to the transfer.

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Project 4-94 - Office of the Comptroller Reports Management Program

No change from previous report.

Project 4-95 - Forms Management Handbook

Preliminary work began on 15 March. Initial draft of the "Foreword" and Chapters 1 and 2 have been completed.

Project 4-96 - Vital Materials Handbook

No change from previous report.

Project 4-97 - Records Disposition Handbook

No change from previous report.

Project 4-98 - Correspondence Handbook

As soon as comments are received from the Regulations Control Staff, we will begin to resolve differences and prepare the final copy.

General Information:

1. Inspection of Vital Materials Repository

An inspection of the Vital Materials Repository on 11 March indicates that materials are being filed currently with the exception of maps which cannot be properly indexed and stored until additional map cabinets have been received. We have contacted the Supply Division, Logistics Office, to assist in the procurement of these cabinets. Delivery is expected within the next week. Contact was also made with the Supply Division to obtain additional punched card cabinets needed for expansion of these files in the Repository.

2. Request to Install Agency Filing System in DD/I

Examination has been made of the files in in accordance with his request, and a tentative filing system has been developed and is now awaiting his approval before installation.

25X1

3. Records Center

176 cubic feet of records have been scheduled for transfer from the Office of Comptroller (Finance, Fiscal and Machine Records).

The rate of accessioning of records has increased ^{FROM} an average of approximately 2 per month during the past year to an average of over 1 per working day this year. The total number of accessions, as of this date, amounts to 82.

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Discussion with [] Chief, Finance Division, indicates complete satisfaction with the security and service in the Records Center. As a result of his visit to the Center recently, he has decided to withdraw his request for a special vaulted area to store materials for the Finance Division.

25X1

4. Forms Management

There is still considerable activity in this program. During the past week, requisitions were received for 24 new, revised, reprinted and overprinted forms amounting to a total of 58,800 copies.

5. Correspondence Management

As a result of contact made some time ago with the Personnel Office, suggestions were made to [] Area Records Officer, for consideration in connection with streamlining correspondence practices. He was receptive to the suggestions and will discuss them with officials in the Personnel Office. This may result in the development of a project.

25X1

Some time ago, arrangements were made to procure a stock of Letterex for Agency-wide use. A notice pertaining to its use was prepared and submitted to the Regulations Control Staff. The notice was held pending receipt of the supply of Letterex which has just come in. The notice now should go forward for issuance.

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Report of the RECORDS CENTER for the week ending 16 March 1954

An effort is now being made to set up a schedule of visits by Area Records Officers. It is felt that the visiting groups should be limited to six persons in order to most effectively demonstrate Center operations and to deal with any individual questions and problems that might arise.

A revised Records Retirement Request form (60-52) and a new Records Shelf List form (60-52a) have been approved and the requests are now in Reproduction. It is believed these forms will improve the quality of documentation accompanying accessioned records.

During this period one hundred fifty-seven (157) cubic feet of library materials were disposed of by transfer to the Library.

A total of one hundred seventy-six (176) cubic feet of records have been scheduled for transfer from Finance, Fiscal and Machine Records. ✓

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Report for Week Ending 17 March 1954 from
FORMS MANAGEMENT SECTION

Proposal made 3 March 1954 to transfer the function of final-type forms copy preparation from the Printing and Reproduction Division, Logistics Office, to this office has received informal concurrence

25X1 [REDACTED]
✓ Project 4-85 (FI Information Reports)

Technical details of specifications and production/encountered difficulties by the manufacturer were discussed and resolved with the manufacturer's representative. Additional tests of the combined record copy - master set continued with favorable results.

Layouts for three proposed posters supplementing [REDACTED] being developed by Graphics. ORR. Discussions were held with [REDACTED]

25X1 [REDACTED] supply difficulties encountered in obtaining DD and DA forms. A memorandum proposing subsequent meetings with Army personnel to work out acceptable supply procedures was sent to [REDACTED] on 15 March.

No action was taken this week on the OO Information Report Project.

Project 4-86 (Forms Index)

Carding operations were completed by this office today. Machine Records Division's phase of the project was started. The punching operation is scheduled for completion next week. Employee Suggestion #759 that a forms catalog containing actual or facsimile copies of all forms used by the Agency be published and distributed to Division or Branch level was studied and disapproved.

Project 4-95 (Forms Management Handbook)

25X1 ✓ Format and development of the Forms Management Handbook were discussed with [REDACTED] Writing began 15 March. To date, an initial draft of the Foreword and Chapters 1 and 2 have been completed.

25X1 [REDACTED]

✓ The duplicate functional file of forms maintained by the Management Improvement Staff was transferred to the Records Management Branch. This file is being transferred to the Vital Materials Repository, rearranged in numerical order and will be maintained on a current basis. A copy of the Forms Index, when produced, will be filed with the forms.

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Individual actions of the past week are reflected as follows:

<u>No. of Requisitions</u>		<u>No. of copies</u>
New	12	20,900
Revisions	4	20,200
Reprints	6	11,700
Overprints	<u>2</u>	<u>6,000</u>
Totals	24 ✓	58,800

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Report for week ending 17 March 1954 for RECORDS DISPOSITION SECTION

✓ Project 4-77 (Records Management Survey - Office of Scientific Intelligence)

As previously reported, this project has been delayed pending special clearances for the assigned analyst. It is anticipated that this difficulty will be overcome by the end of this week.

✓ Project 4-78 (Records Management Survey- Office of General Counsel)

25X1 ✓ We are still waiting to discuss the proposed file plan with [redacted] In the interim, a disposition plan is being developed. However, the acceptance of any disposition plan that does not provide for the indefinite retention of records in office space appears highly improbable.

✓ Project 4-91 (Records Management Survey - Logistics Office)

Records inventories in the office of the Chief, Coordination and Requirements Staff, and the various administrative groups, are being studied and listed on a records control schedule.

✓ Project 4-92 (Acquisition of Certain Records from the Securities and Exchange Commission)

No activity.

✓ Project 4-97 (Records Disposition Handbook)

As reported orally on a previous date, the Regulations Control Staff has advised that the Records Disposition Handbook be withheld pending the publication of more adequate regulatory material.

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Report for week ending 16 March 1954 from
REPORTS AND CORRESPONDENCE MANAGEMENT SECTION

1. Program Promotion

25X1 [] Samples of pattern and form correspondence originated by the Office of Personnel were analyzed and streamlined according to modern standards. Examples of improvements were presented [] Office of Personnel ARO, with a proposal that we assist his Office in revising all form and pattern correspondence now used. He was very receptive to the idea and will discuss it with officials concerned. Should they concur in this proposal we will submit a Form 30-27 requesting approval to undertake this project.

2. Correspondence Handbook, PN 4-98 [] 25X1 Regulations Control Staff, regarding their receipt of working-level comments on the Handbook. Comments have not been received from the DD/I elements nor from the Office of the Director.

3. Office of the Comptroller Reports Management Program, PN 4-94 - No action was taken pending receipt of comments on the proposed program guide.

4. Program Regulations - Completed and submitted to [] 25X1 drafts of the over-all regulation on records management and the specific ones on reports and correspondence management.

5. Agency-wide Use of Letterex - Contacted the Supply Division and determined that the stock of Letterex for Agency-wide use was received. Conveyed this information to Regulations Control Staff who will now forward to the DD/A for signature our notice on the use of Letterex.

25X1 []

Chief, Reports and Correspondence
Management Section

Report for Week Ending 17 March 1954 from
RECORDS SYSTEMS SECTION

Project 4-80 Microphotography Survey, Agency-wide

No Activity

✓ Project 4-81 Security Desk Trays

A memorandum from the Security Office documenting their stand on the use of trays with locks has not yet been received. Discussions were held with representatives of the Safemaster Company regarding the design of a no lock latching device.

✓ Project 4-82 Filing System - Handbook For Standard Agency System

A meeting was held with representatives of the DD/P in which it was tentatively agreed that their concurrence on the issuance of the manual would be given provided a statement was included to the effect that special files may be established as needed to meet operating requirements.

✓ Project 4-83 Vital Materials Deposit Schedules For All Offices

Progress is continuing in the development of Office Deposit Schedules.

✓ Project 4-84 Microfilming

Microfilming of vital materials in OSI and OCD/BR is continuing.

Arrangements have been made to microfilm (for the vital materials program) ten rare dictionaries, necessary to operations in Foreign Documents Division. Extra copies of these dictionaries for deposit are not available.

✓ Project 4-96 Vital Materials Handbook

No activity.

A review was made of the files of [redacted] 25X1
Assistant to DD/I (Administration). Filing plans have been prepared for installation following further discussions with [redacted]

25X1

Received from Management Improvement Staff a complete file of Agency forms for deposit as vital materials. This file will be maintained in a straight numerical sequence at the repository. The forms are presently filed in a functional arrangement but will be resorted in numerical sequence by repository personnel.

A check was made with Supply Division, Logistics Office, to trace requisitions for additional map case sections and IBM cabinets for use in the Repository. Delivery of the maps cases will be made within the next week. The IBM cabinets are on back order, but delivery in the agency is expected within the next 15 days.



25X1

Project 4-79

Installation of the filing system in FBID is continuing. Analysts are working this week on the files of the Chief of Operations. Because of the pressure of ^{other} work it has been difficult to get together personnel responsible for the files for training. On Saturday, 13th March the analysts held a training session for these individuals.